

TAKE NOTE: MAIN POINTS

Students practice listening and taking notes

Zone In Free Write

1. Students write as many words as possible in 1 minute.
2. Write on the board the target number of words for the group (10 times the number of students). Students don't have to worry about spelling—just quantity and speed.
3. Give the keyword JOBS. Say GO; time 1 minute. STOP.
4. Students count their words. Add everyone's total to get the total for the group. Did the group make the goal? Ask for volunteers to read their lists.

Topic Getting the main points in notes (Materials: paper and pencil)

Introduction

Explain: When you listen to information in class, you have to zero in on the important information to write in your notes.

Activity

Explain: I will read job descriptions from three different people. Note the important information: the job, the pay, the hours, and the pros and cons. (Repeat: job type, pay, hours, pros and cons.) Read the descriptions below (not too fast!)

Descriptions to Read

- 1) I teach English in a high school. My annual pay is \$38,000 for the ten-month school year. I go to school at 7:30 every morning and I leave at 4:00 p.m. Every evening I take work home with me. There is a lot of stress in my job because some of the students don't like school. I worry a lot about my students. During the summers I relax with my family.
- 2) I work in an office as a secretary. My job is not difficult. I do not have a lot of responsibility or stress. I work from 9:00 a.m. to 5:00 p.m., five days a week. I get two weeks of vacation every year. I never take work home with me. My annual pay is \$21,000.

- 3) I am a professional baseball player. My salary is \$600,000 a year right now. I don't know what it will be in the future when I am older and can't play as well. There is a lot of stress in my job during spring training and during the baseball season. I have to show every day that I am the best person for my position. I have time off in the winter, but I have to exercise then so that I don't get out of shape.

Ask: three different students to summarize the main points of each job. Be sure they say the job type, the pay, the hours, and pros and cons. If they miss something, ask someone else to fill it in.

Wrap up

Tell students: to make notes describing the main points about the best and worst job or chore they have had. Ask for volunteers to summarize the main points about their best or worst jobs or chores.